

***MINUTES OF  
FACILITIES PLANNING AND IMPLEMENTATION COMMITTEE***

Tuesday, February 8, 2005    5:00 p.m.  
Warren Green, 2<sup>nd</sup> Floor Conference Room  
Hotel Street, Warrenton, Virginia

**Present:**

William G. Downey, Board of Supervisors  
Richard Robison, Board of Supervisors  
Anthony I. Hooper, Deputy County Administrator  
Kevin Burke, Acting County Attorney  
Bryan Tippie, Acting Director, Finance  
Tom Boyer, Deputy Director, General Services  
Wanda Mercer, Executive Assistant, General Services

**Guests:**

Gail Barb, Circuit Court  
Keith Dickinson, Extension Office  
David Flohr, Sheriff's Office  
Heather Greenwood, Extension Office  
Kay Jackson, Project Manager  
Jonathan Lynn, Commonwealth's Attorney  
Ron Mabry, Parks & Recreation Consultant  
Micah Meadows, Sheriff's Office  
Larry Miller, Parks & Recreation  
Barbara Severin, Library Board  
Bill Weber, Citizen  
Helen Zaleski, Circuit Court

Mr. William Downey called the meeting to order at 5:10 p.m. on Tuesday, February 8, 2005.

**Minutes of January 11, 2005 Meeting**

The minutes were approved as published.

**Extension Office – CIP Request for Centralized Offices and Education Facility**

Mr. Keith Dickinson and Ms. Heather Green represented the Extension Office. Mr. Dickinson gave an overview of the Extension Office's request for a centralized office and education facility. The permits at their current location have not been extended by the Town of Warrenton. Discussion was held regarding available space for the facility. Mr. Hooper will begin work on an in depth property report to include all public owned properties and land within the County including vacant land, buildings and schools with the assistance of Mr. Billy Jenkins.

### **Project Review Update – Warren Green Closeout**

Final payment conversations continue with Tren. Mr. Tony Hooper reported that an additional \$65,000 may be needed to close out the project. Mr. Robison requested status of the punch list that was done in November 2004. Mr. Boyer reported that the exterior decorative columns are splitting at the seams and the contractor has been notified. Venting may be a solution.

### **Project Review – Courthouse / Adult Detention Center**

Ms. Kay Jackson, Project Manager with MBP, updated members stating that the Courthouse project is progressing well. The elevator shaft cutting should begin next week.

The Adult Detention Center project has run into unforeseen delays due to utility rerouting around storm and sanitary drains. Schlosser and Ms. Jackson are both documenting the changes/corrections on the as-builts drawings, which are kept in the General Services Maintenance & Repair office.

The contractor has requested “no cost” time extensions at both projects (59 days for the ADC and 29 days for the Courthouse) due to delays in permitting and the change in the elevator. The overall completion date of December 4, 2005 will not be affected. This time extension will alleviate the contractor from paying liquidated damages due to substantial milestone dates. Mr. Boyer reported that the problems with the storm sewers may increase the extension time at the ADC. Ms. Jackson reported that Schlosser has agreed to pay for kitchen and booking trailers if the County incurs additional expenses due to the time extension. Mr. Downey and Mr. Robison both agreed to the time extensions.

Ms. Jackson requested approval of Change Orders #1 (\$7,277) and #2 (\$8,236) for the Courthouse and Change Order #3(\$6,713) for the ADC for a total of \$22,000. Mr. Downey and Mr. Robison approved the change orders.

She reported that there have been 7 minor unforeseen conditions (totaling \$7,600) that will be charged against the contract allowance.

The meeting with the window replacement representative is scheduled for next week. Ms. Jackson will work with the contractor and designer to assess the situation and report to the committee. Mr. Downey reported that there is no insulation in the exterior wall assembly. Costs and time constraints may be considerable in addition to decreasing interior space if insulation is added. Mr. Robison stated his position is to consider insulating the building now. The drawings need to be reviewed before a decision is made and a cost estimate obtained from the contractor. Mr. Boyer will review the drawings and report to Mr. Hooper next week and e-mail communication with committee members will be made to assess the cost effectiveness of the potential change.

At the ADC, the cost for the temporary and permanent incoming phone lines was not included in the original quote. The estimated cost from Verizon for temporary and permanent relocations is \$11,035. Mr. Downey prefers not to use the contingency for this payment. Mr. Hooper and Mr. Tippie will research other funding options. Mr. Downey suggested that the revenue from the

Inmate Phone System be considered as a possible funding source since these are the majority of the incoming phone lines.

Mr. Hooper reported on the courtyard walking area between the Courthouse and Warren Green Buildings. A stamped, painted concrete replacement was presented to the Town of Warrenton's Architectural Review Board but was denied. Pricing for the ARB replacement is \$72,000 versus the County's estimate at \$42,000. An appeal may be an option. Mr. Robison and Mr. Hooper will discuss this further.

### **Project Review – John Barton Payne Building**

Planning and scheduling continues on the project. SWSG, PC has been chosen for architectural and engineering. The Library expects to make a formal application at the March 22, 2005 to the Town of Warrenton's Architectural Review Board.

### **Parks and Recreation Projects**

Marshall Community Center Pool – Originally, the pool was to be part of the Northern Sports Complex. Mr. George Thompson has donated property for the pool next to the Marshall Community Center. Mr. Burke is working with Mr. Thompson to finalize the paperwork for property ownership transfer. Mr. Downey would like an update on the property finalization at the next FPIC meeting. The Vint Hill pool footprint with corrections/additions is being developed. The schedule is to bid in May 2005; construction begins July 2005; Parks and Recreation take possession in May 2006 for opening. Water is an issue in the Marshall area. The staff is exploring options for developing a well will support the pool and could possibly serve as a source for irrigation of the planned fields. Once the existing water system is acquired by Fauquier County Water and Sanitation Authority and improvements are made, consideration will be given to transfer to that water supply.

Monroe Park - The plans are due for the Assay Office at Monroe Park. Mr. Miller will forward drawings to committee members and to Maintenance and Repair for review. Mr. Miller will bring the plans to the next FPIC meeting as well as the number of visitors to Monroe Park.

Central Sports Complex – Patton, Harris, Rust & Associates are finalizing designs for Phase I (park elements). The land agreement needs to be resolved soon.

### **Projects under Preliminary Development**

Mr. Boyer reviewed the "Existing Major Systems Funding" spreadsheet. He stated that costs for roofs, mainly roof insulation boards, have increased 30+% in the past several months. There are several unanticipated projects in addition to those previously scheduled. Mr. Boyer requested approval for roofing and/or HVAC surveys for: Alice Jane Childs Building HVAC; A.J. Childs Data Center; Old Jail for water filtration/moisture/humidity problems. Mr. Tippie noted that there is funding available for the priority surveys. Mr. Boyer stated the Fleet Maintenance roof is leaking and recommended immediately pursuing design. The Warren Green original slate roof has pin holes and needs to be addressed before more serious problems arise. The Armory roof needs to be replaced; however, the State may reimburse the County for this expense.

Mr. Downey requested the list be reviewed and re-evaluated for projects that can be temporarily repaired, projects that need immediate replacement, and project that can accommodate long-range phased improvements.

Mr. Downey and Mr. Robison approved funding for the surveys and designs for the A.J. Childs Roof, HVAC, Data Center, Parking Lot, Stairwell Repair, Fleet Maintenance Roof, Warrenton Library HVAC, Old Jail Survey for a total of less than \$75,000.

**Next Meeting Date**

The next meeting of the Facilities Planning and Implementation Committee will be Tuesday, March 8, 2005. Due to budget work sessions, the time will be determined.

With no further business the meeting adjourned at 6:50 p.m.